

Criteria & Guidelines for the 2004 Federal Energy and Water Management Awards

I. OVERVIEW

Federal Awards. The Department of Energy's Federal Energy Management Program (FEMP), in conjunction with the Federal Interagency Energy Policy Committee (the "656" Committee), will present the 2004 Federal Energy and Water Management Awards (Federal Awards). The Federal Awards will recognize outstanding achievements in:

- the conservation and efficient use of energy and water;
- the use of renewable energy sources;
- improving the nation's energy security and reliability; and
- energy-efficient mobility by the federal government.

II. IMPORTANT CHANGES FROM 2003

1. THE 2004 PRESIDENTIAL AWARDS FOR LEADERSHIP IN FEDERAL ENERGY MANAGEMENT NOMINATION PROCESS HAS BEEN SEPARATED FROM THE FEDERAL ENERGY AND WATER MANAGEMENT AWARDS. Beginning in 2004, the Presidential Awards for Leadership in Federal Energy Management ceremony will be combined with another Presidential-level federal awards ceremony, the Closing the Circle Awards, to provide a higher level of recognition to the awardees. The combined ceremony, the Presidential Energy and Environmental Awards, is tentatively scheduled for Summer 2004 instead of late October, as in previous years. Presidential Award nominations must now be submitted in accordance with the Presidential Award Criteria and Guidelines, due to the FEMP Office by March 15, 2004.

Presidential Award nominations may also be submitted for a Federal Award. In past years these nominations were submitted under the "Effective Program Implementation & Management" award category. This category has been merged with "Energy Efficiency/Energy Management." Please refer to these criteria in Section XI when re-submitting a Presidential Awards nomination to ensure that your narrative contains all the information the evaluation committee will consider when judging the nomination.

2. AWARD CATEGORIES HAVE CHANGED. The "Alternative Finance," "Innovative/New Technology," and "Effective Program Implementation and Management" award categories have been eliminated. One new category, "Energy Security and Reliability," has been added. [Please refer to Section IV for the updated list of award categories.](#)

3. THE EVALUATION CRITERIA USED TO JUDGE ALL NOMINATIONS HAVE CHANGED. Some award nominations will now be evaluated on the use of innovative and emerging technologies and/or the incorporation of sustainable design principles. We recommend reviewing the new criteria in order to ensure that your submission contains all the information the evaluation committee will consider when judging the nominations. [Please see Section XI for the updated criteria.](#)

III. NOMINEE CLASSIFICATIONS

Nominations should be tailored for consideration in one of three classifications: Individuals, Small Groups, or Organizations. **Nominations for the same program/project in different classifications will generally not be accepted.** Duplicate nominations will be identified during the prescreening process, and only under special circumstances will separate awards be found appropriate.

Individuals - Individual awards will be presented to persons who were directly responsible for the achievement of significant improvement in energy, water, or renewable energy use. Any federal employee or contractor operator of a federal facility may be nominated to compete for these awards. Names, titles, mailing addresses, e-mail addresses, and telephone numbers for individuals being nominated for this award must be provided on the nomination cover sheet.

Small Groups - Small group awards will be presented to groups of no more than five (5) individuals who participated significantly in the improvement of energy, water, or renewable energy use. Emphasis shall be given to projects developed as a result of the group efforts. Names, titles, mailing addresses, e-mail addresses, and telephone numbers for each member of the small group being nominated for this award must be provided as a separate sheet that is attached to the nomination.

Organizations - Organizational awards will be presented to groups that demonstrated a well-managed, comprehensive program and/or achieved significant reductions in energy or water use or expanded use of renewable energy, and implementation of effective low-cost, no-cost programs. Specific information on all individuals in the group is not required for nomination under this category. However, one contact name, mailing address, e-mail address, and telephone number at the organization is required and must be provided on the cover sheet. If selected for an award, the organization contact may be asked for more information regarding the members of the winning organization.

IV. FEDERAL AWARD CATEGORIES

Awards will be presented to individuals, small groups, and organizations for outstanding performance in the following categories:

- Energy Efficiency/Energy Program Management
- Renewable Energy
- Water Conservation (includes beneficial landscaping practices)
- Energy-Efficient Mobility
- Energy Security and Reliability

NOTE: Please refer to the Glossary at the end of this solicitation for detailed descriptions of these categories and for other pertinent definitions.

Awardees will be selected from outstanding federal employees and contributors who have demonstrated leadership and exemplary efforts in energy and water management; use of renewable and distributed energy resources; practices that improve energy security; increased efficiency of mobile equipment; and any other area that may merit recognition.

V. SPECIAL AWARD CATEGORIES

There are three special award categories, described below:

1. Exceptional Service Award - In addition to other nominations, each agency may nominate a single individual to represent the agency as an exceptional service award nominee. The exceptional service award nominee should be an extraordinary individual who, over a significant period of time, has been responsible for creating and instituting innovative and effective energy or water conservation programs, projects, or technologies or increased the use of renewable energy.

2. Director's Award - At the discretion of the Director of FEMP, special citation(s) may be awarded to individuals, small groups, and/or organizations making unique contributions to federal energy management, water efficiency, or use of renewable energy that have enhanced an agency's efforts to achieve substantial savings through special circumstances.

3. ENERGY STAR® Building Award for Superior Performance – The FEMP ENERGY STAR® Buildings Award recognizes federal leadership in operating and managing buildings that received energy performance scores of 95 or higher, out of a possible 100, in FY 2003, earning them ENERGY STAR® labels. Award winners will be identified from the EPA ENERGY STAR® Buildings Program's database of FY 2003 building label awards.

NOTE: Federal Energy Saver Showcase Designation

The Federal Energy Saver Showcase (Showcase) designation form submission process is **separate** from the Federal Award nomination process described in this document. FEMP will consider recognizing exemplary Showcases at the Federal Awards ceremony.

VI. PERIOD OF ELIGIBILITY

The 2004 awards will recognize achievements accomplished in fiscal year 2003 where installation has been completed and *savings have begun to accrue*. Future or expected results will not be considered.

VII. ELIGIBILITY

Individual Award

Must be either:

- Federal Personnel
- Contractor Operator of Federal Facility

Small Group Award

May include the following:

- Federal Personnel
- Contractor Operator of Federal Facility
- Contributor

Organization Award

Large group of Federal Employees, Contractor Operators, and/or Contributors

VIII. NOMINATING PROCEDURES

Any civilian or military employee may nominate any federal employee, contractor operator of a federal facility, or contributor for an award. **The nomination must be approved by the nominee's immediate supervisor or the head of the organization's next hierarchical level, and must be submitted to FEMP through the nominating agency's energy coordinator.** The cover sheet shows where signatures of approval must occur. Supervisors are responsible for vetting and verifying claims made in the nominations.

Nominations may also come from the DOE Regional Offices, using the same nomination form. If a Regional Office chooses to nominate a federal energy or water manager, small group, or organization from another agency, the nomination must be approved by the nominee's agency before being submitted to the FEMP office.

All nominations submitted from private sector organizations, such as utilities, energy services companies, and industrial companies and associations, must be submitted through the nominee's agency energy coordinator.

To find the contact information for an agency's energy coordinator, please refer to the contact list on the FEMP Web site at http://www.eere.energy.gov/femp/services/awards_contacts.cfm.

IX. INSTRUCTIONS FOR SUBMISSIONS

Each civilian agency or service within DOD (i.e., Army, Navy, Air Force, Marine Corps, etc.) may submit up to 30 nominations. Nominations for awards should contain information in sufficient detail to permit evaluation of the achievement.

A. Nomination Components

Each nomination **MUST** be accompanied by a completed cover sheet. This form is available on the FEMP Web site at http://www.eere.energy.gov/femp/services/awards_fewm.cfm. Per the coversheet:

- State whether or not nominee has received any other awards (internal or external) for this achievement.
- Specify the award category (i.e. energy efficiency/management, renewable energy, water conservation, energy-efficient mobility, or energy security/reliability).

- Designate whether the nomination is for an Individual, Small Group, or Organization award.

Nominations must also include:

- A summary of the nomination, 75 to 100 words, highlighting the significance of the achievement, **suitable for use in an awards presentation.**
- Narrative of the accomplishment: **This is the most important part of the nomination package and should CLEARLY address the evaluation criteria in Section XI.**

B. Instructions for the Narrative

Nominations **must** contain narratives **not to exceed four single-spaced pages.** **Please note: any pages of narrative beyond the four page limit will not be considered, and will be removed and discarded before the nomination is provided to the evaluation committee.**

The narrative should describe the activities and accomplishments of the nominee during the 12 months of fiscal year 2003, as well as describe the cost or investments for the project or activities; the energy, water, and cost savings that have and will result from the project or activities; and any program implementation and management successes.

Remember RESULTS ARE EXTREMELY IMPORTANT! In order for the judges to adequately evaluate the nominations, the narratives must focus on the **results** of the project, with measurable, verifiable information for all applicable criteria. Results that could be highlighted in the award nomination include actual energy and cost savings; solutions to project obstacles; barriers overcome in the project process; and non-energy environmental benefits in terms of dollars saved, tons of emissions avoided, quality of life improvements, increased conservation awareness, new procedures, etc. Other important aspects to highlight include sustainable features and integrated whole building design efforts. See Section XI for more detail on the criteria that apply to your nomination. In addition to the criteria listed in Section XI:

- Renewable Energy nominations must identify the type of renewable energy or renewable strategies used in the project.
- Energy Security and Reliability nominations must identify the technologies/strategies used to improve energy efficiency while also improving security and energy reliability at a facility.

Supplemental materials such as photographs or relevant documentation should be appended if they directly illustrate the impact of the project. These materials will not be returned. Supplemental materials may be directly considered in cases where the award is for measurement or tracking of costs or investments, or for agency awards where the product is a plan, procedure, or guidelines.

X. DEVIATION FROM FORMAT

To avoid delay in the selection and notification process of the Awards program, deviations from the format will not be permitted. FEMP may exclude any non-conforming nomination from the selection process.

XI. SELECTION CRITERIA AND EVALUATION OF NOMINATIONS

A panel of judges will evaluate award nominations. Nominations should only be submitted for projects that were completed, or realized first savings, in fiscal year 2003. The judgment of the evaluators shall be solely based on the narrative provided with the nomination.

As part of your narrative, please include detailed information on all the award criteria **that apply to your nomination**. See the table on the next page to determine the criteria that apply to your nomination award category and type.

In scoring the nominations, the evaluators will consider the applicable project/program characteristics (definitions for award criteria are described below the table). Each criterion will be given a score between 0 (no information or explanation provided) and 10 (maximum score). Weighted scoring for criteria is dependent on the award category. Criteria that show the symbol “x2” in the table will be multiplied by two before the scores are tabulated. The total score will be a percentage calculated by dividing the points received by the total possible points.

IF YOU DO NOT INCLUDE INFORMATION ON ONE OR MORE CRITERIA THAT APPLY TO YOUR NOMINATION CATEGORY, THE NARRATIVE MUST INCLUDE AN EXPLANATION AS TO WHY THOSE CRITERIA DO NOT APPLY TO YOUR NOMINATION.

Use this table to determine the selection criteria that apply to the award nomination category and type. Definitions of the selection criteria are provided on the next page.

AWARD CATEGORY	SELECTION CRITERIA								
	Award Type*	Energy/ Water Savings	Cost Savings	Sustainable/ Whole Bldg Approach	Environmental/ Non-Energy Benefits	Institutionalization and Transferability	Outreach	Innovative New Technology/ Tech Transfer	Adequacy of Info
Energy Efficiency/ Energy Mgmt	I, SG, Org	✓ x2	✓ x2	✓	✓	✓	✓	✓	✓
Renewable Energy	I, SG, Org	✓ x2		✓	✓ x2	✓	✓	✓	✓
Water Conservation	I, SG, Org	✓ x2	✓ x2		✓ x2	✓	✓	✓	✓
Energy-Efficient Mobility	I, SG, Org	✓ x2	✓ x2		✓	✓	✓	✓	✓
Energy Security and Reliability	I, SG, Org	✓ x2	✓	✓	✓	✓	✓	✓ x2	✓

*Award Type Key:

I = Individual, SG = Small Group, Org = Organization

The scores given for each criterion with the symbol “x2” will be multiplied by two. For example, for a Renewable Energy award nomination, scores given for Energy/Water Savings and Environmental/Non-Energy Benefits criteria will be multiplied by two.

Selection Criteria Definitions

1. **Energy and/or Water Savings**: Amount of energy and/or water savings as a result of the project, in terms of both the absolute quantity and percentage when compared to the previous fiscal year.

For Renewable Energy Category only: Amount of renewable energy produced or purchased as a result of the project, in terms of both the absolute quantity and percentage when compared to the previous fiscal year.

For Energy Security Category only: Extent to which new on-site energy generation strategies and technologies reduced grid-dependence to achieve significant energy and/or water savings.

2. **Cost Savings**: Cost effectiveness of the investment as judged by the ratio of savings to investment.
3. **Sustainable/Whole Building Approach**: Degree to which a new or renovated building incorporates whole building sustainable design principles and approaches to create a building that minimizes energy consumption,* protects and conserves water, uses environmentally preferable products, enhances indoor environmental quality, and optimizes operational and maintenance practices.
4. **Environmental and/or Non-Energy Benefits**: Magnitude of environmental and/or non-energy benefits derived from the project and the extent to which sustainable and greening practices were encouraged, project barriers were overcome, obstacles averted, innovative technologies or practices used, dollars saved, etc.
5. **Institutionalization and Transferability**: Efforts to ensure the project has a lasting impact on the facility and to demonstrate leadership in fostering the promotion of energy and water conservation projects, and to expand the savings to other facilities, government agencies or the private sector.
6. **Outreach Activities**: Extent to which management, facility staff, and the public were educated and/or trained on this project and/or energy and water conservation generally and the extent to which positive publicity was generated either locally or nationally.
7. **Innovative New Technology/Technology Transfer**: Extent to which the project incorporates new and emerging energy efficient and renewable energy technologies and/or practices (including DER/CHP, zero energy buildings) in lieu of commercially available technologies and/or standard practices.

* will be considered a key factor

8. **Adequacy of Information:** Extent to which the nomination provided comparable and quantifiable data and information on the changes resulting from the activity, i.e. data or other information showing differences in the facility's energy/water use and/or environmental conditions, organizational and/or institutional changes, necessary hardware improvements, measurement and verification figures and dollar savings.

SPECIAL AWARD CATEGORIES

Exceptional Service Award

The winning nomination will demonstrate that the individual proactively created and instituted innovative and effective energy or water conservation programs, projects, or technologies or increased the use of renewable energy over a significant timeframe.

Director's Award

At the discretion of the Director of FEMP, special citations(s) may be awarded to individuals, groups or organizations that made unique contributions to federal energy management, water efficiency, or use of renewable energy that have enhanced an agency's efforts to achieve substantial savings through special circumstances. **No separate nomination is needed.**

ENERGY STAR® Building Award for Superior Performance

The FEMP ENERGY STAR® Buildings Award recognizes federal leadership in operating and managing buildings that received energy performance scores of 95 or higher, out of a possible 100, in FY 2003, earning them ENERGY STAR® labels. **No separate application process is necessary to be considered for this award.** Awardees will be obtained from the EPA ENERGY STAR® Buildings Program's database of FY 2003 building label awards.

XII. AWARDS

Federal Award winners will be invited to Washington, DC for a reception, awards luncheon, and ceremony, during which all winners (individuals, small group members, and organization representatives) will receive plaques. The luncheon is tentatively scheduled for Thursday, October 28, 2004.

XIII. DEADLINE FOR SUBMISSIONS

To be included in this Program, **six** copies of each nomination with the cover sheet must be received in the FEMP office by **May 14, 2004**. Failure to meet that deadline will result in disqualification. Agency energy coordinators should direct all nominations to:

Office of Federal Energy Management Program, EE-2L
Federal Energy and Water Management Awards
U.S. Department of Energy
1000 Independence Avenue, SW

Washington, DC 20585-0121
POC: Nellie Tibbs Greer
Phone: 202-586-7875

Due to sanitization of first class mail being delivered to the Department of Energy Headquarters, we recommend that you use Express Mail or Fed Ex to mail your nominations.

GLOSSARY

Contributor means an outside source of support that significantly assists or enables an individual, small group, or organization in executing an ESPC or utility services agreement at a federal facility in order to reduce the cost of energy and operations or improve the use of energy at the facility.

Energy-Efficient Mobility involves the improvement in energy efficiency or reduction in energy cost for federal mobile equipment including aircraft, ships, and vehicles.

Energy Efficiency/Energy Program Management involves the improvement in facility energy efficiency or reduction in facility energy costs based on identifying and implementing innovative energy conservation techniques, including any use of renewable energy technologies. May also involve a comprehensive management approach to successful implementation of energy and water efficiency and renewable energy programs with quantifiable results of progress toward stated energy goals.

Energy Security and Reliability involves the application of innovative and advanced strategies such as distributed generation, combined heat and power, fuel diversity, renewable energy technologies, and load reduction techniques via the application of energy-efficient technologies at the point of use, that decrease or eliminate grid-dependence and increase the assurance of critical functions.

Fiscal Year represents the government fiscal year, which begins on October 1 and ends on September 30 of the following year. All nominations being submitted for a 2004 award must involve activities that took place in fiscal year 2003, which began on October 1, 2002 and ended on September 30, 2003.

Innovative New Technology involves the installation of new and emerging energy technologies in lieu of a conventional energy technology for the purpose of both reducing overall conventional energy or water costs and establishing a track record for the technology in the federal sector. New Technologies are defined as technologies that have been commercially available for fewer than three years or those technologies that have not significantly penetrated the federal market. Distributed energy resource and combined heat and power projects will be considered as part of this criterion.

Purchase or supply of energy-efficient or water-conserving products involves specifying, acquiring, or supplying to other agencies products that are energy-efficient, water-conserving, or associated with green power buys.

Renewable Energy includes, but is not limited to, photovoltaics, solar thermal, passive solar design, biomass, wind, geothermal heat pumps, and low head hydro dams. Involves the implementation of renewable energy technologies or design concepts (such as principles of solar design) to substitute for or minimize the use of nonrenewable energy sources.

Sustainable or Green Practices refers to six fundamental principles of sustainable design: optimizing site potential, minimizing energy consumption, protecting and conserving water, using environmentally preferable products, enhancing indoor environmental quality, and optimizing operational and maintenance practices.

Transferability involves the extent to which the technologies, best practices, applications or strategies used at one facility can be used at other facilities.

Water Conservation involves the reduction in water use or cost at federal facilities by initiating water projects and effective management technologies including, but not limited to, plumbing fixture retrofits, water reclamation and recycling programs, and awareness programs. Also includes Cost-Beneficial Landscape Practices demonstrated at federal facilities and federally funded projects which utilize techniques that minimize the adverse effects of landscaping and complement and enhance the local environment.